

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public
that the following meetings will be held**

**THE WEEK OF
February 22 - 26, 2016**

MONDAY, FEBRUARY 22 2016

- | | | |
|----------|--|--|
| *5:00 pm | Question/Answer Session re: Asphalt Plant Audit | Room 161, UW Extension
1150 Bellevue Street |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, FEBRUARY 23, 2016

(No Meetings)

WEDNESDAY, FEBRUARY 24, 2016

- | | | |
|----------|--------------------------|---|
| *5:30 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|---|

THURSDAY, FEBRUARY 25, 2016

- | | | |
|----------|---|---|
| *8:30 am | Aging & Disability Resource Center – Board of Directors | Aging & Disability Resource Center
300 S. Adams Street |
| *5:30 pm | Administration Committee | Room 200, Northern Building
305 E. Walnut Street |

FRIDAY, FEBRUARY 26, 2015

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

Notice of Informational Question/Answer Session

As requested by the Board of Supervisors during the Wednesday, February 17, 2016, Board of Supervisors meeting, you are invited to attend an informational question/answer session pertaining to the audit of the asphalt plant. Dave Maccoux, Schenck, will be available from 5:00 pm to 5:45 pm at the UW Extension, 1150 Bellevue Street, Green Bay, WI. Room 161.

Please take notice that it is possible a majority or quorum of the Board of Supervisors may attend this question/answer session. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this informational question/answer session.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr,
Tom Sieber, Dan De Grave

LAND CONSERVATION SUBCOMMITTEE

Monday, February 22, 2016

6:00 pm

(PD&T to Follow)

Room 161, UW Extension

1150 Bellevue Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 25, 2016.

Comments from the Public

1. Departmental Openings Summary.
2. Director's Report.

Other

3. Such Other Matters as Authorized by Law.
4. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, February 22, 2016
Approx. 6:15 PM (Or to follow Land Con)
Room 161, UW Extension, 1150 Bellevue Street**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Special January 20, 2016 and January 25, 2016.

Comments from the Public

1. **Review minutes of:**
 - a. Harbor Commission (December 14, 2015).
 - b. Planning Commission Board of Directors (November 4, 2015).

Communications

2. Communication from Supervisor Schadewald re: This letter is my request for the revenue received from Duke Energy for the Shirley Wind Farm to be allocated toward a medical study of the effects of the Shirley Wind Farm wind turbines on the health of local residents. *Held for 30 days.*
3. Communication from Supervisor Gruszynski re: That Brown County create a subcommittee to recommend a redistricting proposal for possible mapping criteria, map content and the establishment of a citizen redistricting commission consisting of 9 members to evaluate this proposal and redistricting reform. The subcommittee will be made up of three county supervisors, a League of Women's Voters of Greater Green Bay representative, a J.O.S.H.U.A. representative, a Migration Advocacy Network representative and a political science professor from University of Wisconsin Green Bay or St. Norbert College. *Referred from February County Board.*
4. Communication from Supervisor Van Dyck re: As soon as weather permits, request that the Highway Department conduct an updated traffic study of Hwy ZZ. *Referred from February County Board.*

Airport

5. Ground Transportation Ordinance update.
6. Departmental Openings Summary.
7. Director's Report.

PLANNING AND LAND SERVICES

Land Information, Property Listing, Zoning – No agenda items.

Planning Commission

8. Update re: Development of the Brown County Farm property – *standing item*.

Public Works

9. Summary of Operations.
10. Discussion regarding Public Works Policies.
11. Director's Report.

Port & Resource Recovery

12. Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program and Statement of Intentions.
13. 2015 Port Annual Report.
14. Corps Final Accounting for the Cat Island Project.

Closed Session

15. **Open Session:** Discussion and possible action regarding an interim investigation on certain disciplinary activities in the Brown County Public Works Department.
16. **Closed Session:** A non-evidentiary closed session to discuss an interim investigation on certain disciplinary activities in the Brown County Public Works Department. Pursuant to Wis. Stat. § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter. And, pursuant to Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
17. **Reconvene in Open Session:** Discussion and possible action regarding an interim investigation on certain disciplinary activities in the Brown County Public Works Department.

Register of Deeds, UW-Extension – No agenda items.

Other

18. Audit of bills.
19. Such other matters as authorized by law.
20. Adjourn.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Erik Hoyer, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, February 24, 2016

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 27, 2016.

Comments from the Public

Report from Human Services Chair, Patrick Evans

Treatment Court Presentation - Update on Treatment Courts by Judge Zuidmulder

1. Review Minutes of:

- a. Human Services Board (December 10, 2015, January 14, 2016 & February 11, 2016).
- b. Mental Health Ad Hoc Committee (December 3, 2015).

Communications

2. Communication from Supervisor Zima re: That the County Board review the charges made to bars and restaurants for their licenses to determine if they're being charged inappropriately, if there are two beverage bars within the respective facility. Also, please notify the Brown County Tavern League as they have an interest in this matter. *Held for one month.*
3. Communication from Supervisor Campbell re: To direct Health and Human Services Committee to look into possible ways to continue court-appointed, supervised visit program. That our Family Court Commissioners and Brown County Judges continue to refer families. *Referred from February County Board.*
4. Communication from Supervisor Campbell re: To look into an increase to nine members, the Brown County Board of Health to include another Brown County Board Supervisor, preferably from the rural area of Brown County. *Referred from February County Board.*
5. Communication from Supervisor Hoyer re: In light of Health Director's request for more assistance in researching the health impacts of wind turbines and due to the way that this single issue has dominated and perhaps overwhelmed the conversation, direction, and makeup of the Health Board, I propose that a separate task force be formed to study the health impacts of wind turbines; this task force would be composed of scientists, physicians, citizens, and supervisors. This will allow the Health Board to more comprehensively focus on the myriad of health issues faced by Brown County citizenry while this new group could specifically pursue answers to the health issues faced by the citizens most impacted by wind turbines. *Referred from February County Board.*
6. Communication from Chair Evans re: To review the holiday work schedule at the Community Treatment Center. *Referred from February County Board.*

Health Department & Veterans Service Office

7. 2015-2016 Carryover Funds.

Human Services Department

8. 2015-2016 Carryover Funds.
9. Budget Adjustment Request (#15-91): Any increase in expenses with an offsetting increase in revenue.
10. Executive Director's Report.
11. Financial Report for Community Treatment and Community Programs.
12. Statistical Reports.
 - a. CTC Staff – Double Shifts Worked.
 - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Monthly Inpatient Data – Bellin Psychiatric Center.
 - d. Child Protection – Child Abuse/Neglect Report.
 - e. Monthly Contract Update.
13. Request for New Non-Continuous Vendor.

Aging & Disability Resource Center, Syble Hopp – No agenda items.

Other

14. Such other Matters as Authorized by Law.
15. Audit of bills.

Patrick Evans, Chair

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AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD OF DIRECTOR'S MEETING

Thursday, February 25, 2016

8:30 a.m.

300 S. Adams Street, Green Bay, WI 54301

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
	2. Introductions		
	3. Adoption of Agenda	Yes	Yes
	4. Approval of the minutes of regular meeting January 28, 2016	Yes	Yes
8:35	5. Comments from the public <ul style="list-style-type: none">• Must be limited to items not on the agenda• State name and address for the record• Comments will be limited to five minutes• The Board's role is to listen and not discuss comments or take action on those comments at this meeting		
8:40	6. Finance Report <ul style="list-style-type: none">a. Review and approval of January Finance Reportb. Review and approval of Restricted Donationsc. MA Claiming Form	Yes Yes Yes	Yes Yes
8:50	7. Staff Report: Tina Brunner – Benefit Specialist Department		
9:30	8. Directors Report <ul style="list-style-type: none">a. Aging Plan Annual Self-Assessmentb. Policy Review : Computer use by ADRC Customers,c. Goals and Objectives: Committeesd. Dietician Collaboration Contract	Yes Yes Yes Yes	Yes Yes Yes
10:00	9. Family Care Update		
	10. Legislative Updates		
	11. Announcements		
	12. Next Meeting- March 24, 2016 Group Board Picture		
10:15	13. Adjourn		Yes

Marvin Rucker, Chair
Aging & Disability Resource Center
Of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. The times listed are approximate.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Allan Jamir, Vice Chair

Jamie Blom, Thomas De Wane

Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, February 25, 2016

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 28, 2016.

Comments from the Public

1. Review minutes of:
 - a. Housing Authority (January 18, 2016).

Communications

2. Communication from Supervisor Campbell to direct Executive or Administration to provide to the full Board of Supervisors an update on the NEWEye Program and Brown County's role in that program including all costs. *Referred from February County Board.*
3. Communication from Supervisor Van Dyck re: I propose holding the balance in Treasurer's Budget Account #100-080-001-4907 Gain on Sale of Tax Deeded Lands for purposes of addressing future distressed property issues in the county versus returning the excess funds to the General Fund. *Referred from the February County Board.*

Child Support

4. Budget Status Financial Report for November, 2015.
5. Departmental Openings Summary.
6. Director's Report.

Corporation Counsel:

7. 2015 to 2016 Carryover Funds.
8. Monthly Report for January, 2016.

Technology Services:

9. Technology Services, Monthly Report, Feb 2016.
10. Director's Report.

Human Resources:

11. 2015 to 2016 Carryover Funds.
12. Budget Adjustment Request (#15-95): Any allocation from a department's fund balance.
13. Departmental Openings Summary.
14. Activity Report.
15. February Human Resources Report.

Department of Administration:

16. 2015 to 2016 Carryover Funds.
17. Budget Adjustment Request (#15-92): Reallocation of up to 10% of the originally appropriated funds between and levels of appropriation (based on lesser of originally appropriated amounts).
18. Departmental Opening Summary.
19. Budget Adjustment Log.
20. Director's Report.

County Clerk, Treasurer – No agenda items.

Other

21. Audit of bills.
22. Such other matters as authorized by law.
23. Adjourn.

Steve Fewell, Chair

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FEBRUARY 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14 <i>Happy Valentine's Day</i>	15	16 Veterans Recognition Subcmte 4:30	17 Spc. Public Safety 6:45 pm Board of Supervisors 7:00 pm	18	19 Mental Health Ad Hoc Cmte 12:00 pm	20
21	22 Land Con 6:00pm PD&T 6:15 pm	23	24 Human Svc 5:30 pm	25 Admin 5:30 pm	26	27
28	29 					



MARCH 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:00 am	3 Ed & Rec 5:30 pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13 	14	15 Veterans Recognition Subcmte 4:30 pm	16 Board of Supervisors 7:00 pm	17 	18	19
20	21	22	23 Human Svc 5:30 pm	24 Admin 5:30 pm	25	26
27 	28 Land Con 6:00pm PD&T 6:15pm	29	30	31		

BROWN COUNTY COMMITTEE MINUTES

- Harbor Commission (December 14, 2015)
- Human Services Board (February 11, 2016)
- Library Board (January 21 and February 9, 2016)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, December 14th, 2015**

Port & Resource Recovery Department 2561 S. Broadway, Green Bay, WI 54304

1) The meeting was officially called to order by President Craig Dickman at 10:31 am.

2) Roll Call:

Present: President Craig Dickman
Vice President Tom Klimek
Commission Bryan Hyska
Commissioner Bernie Erickson
Commissioner Hank Wallace
Commissioner Tim Feldhausen
Commissioner Mike Vizer
Commissioner Ron Antonneau

Excused: Commissioner John Hanitz

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Shelby Schraufnagel, Brown County P&RR
Ngosong Fonkem, Corneille Law Group
Jim & Sylvia Graefe, Residents

3) Approval/Modification – Meeting Agenda

A motion to modify the agenda to move item #13 after item #6 and approve the modified agenda was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.

4) Approval/Modification – October 12th, 2015 Meeting Minutes

A motion to approve the minutes of October 12th, 2015 was made by Hank Wallace and seconded by Tom Klimek. Unanimously approved.

5) Announcements/Communication

President Dickman stated that he will be resigning from the Harbor Commission effective today. He explained that it has been a pleasure working with everyone on the Commission over the past 10 years.

Mr. Haen explained to the Commissioners that Commissioner Hanitz has been having health problems and that is why he is not been able to make this meeting. Commissioner Antonneau suggested that the board should get him a get well card.

6) Election of Officers

President Dickman nominated Commissioner Tom Klimek for the role of President, Commissioner Wallace seconded the nomination. Unanimous consent was given.

Commissioner Wallace nominated Commissioner Bryan Hyska for Vice President, Commissioner Antonneau seconded the nomination. Unanimous consent was given.

6a) Dedication Signs – Update

Mr. Haen stated that as part of the resolution for the Renard Island easement with McDonalds it was agreed to name the causeway in honor of Mike McDonald. Previously, the west island of the Cat Island chain was named after past president of the Harbor Commission Neil McKloskey and Renard Island was renamed from Kidney Island to Renard Island in honor of Harbor Commissioner Clarence Renard as well. Intentions are to place dedication signs at these locations. Staff presented memorial sign options and costs. Staff was directed to seek pricing for signage larger than 12"x18", purchase all three signs and install the signs vertically rather than angled to increase sign life. Dedication of McDonald sign will occur in Spring 2016 with Neil McKloskey and family of Clarence Renard also invited. Commissioner Erickson will track down Renard family members.

7) Fox River Environmental Clean-up Project – Public Comments/Update on Standing Item

Mr. Haen stated that the Fox River Clean-up Project has concluded for the year. Included in the packet was a letter from U.S. Venture to the Project regarding dredging near their facility. The letter has been shared with the other terminal operators and EPA and DNR to use as a format if they feel they are being unfairly impacted because of the Project.

Mr. Haen included his response to the DNR and EPA on how the federal government was able to successfully dredge over the I-43 fuel pipeline. The DNR and EPA are allowing the Project to cap over other utility pipelines. These pipes are crossing the navigation channel; once these areas are capped these areas will not be able to be dredged deeper in the future. Commissioner Vizer asked if these pipes are sitting on the bottom of the river. Mr. Haen explained that they are horizontally drilled beneath the bottom of the river. Commissioner Vizer expressed his concern that if dredging happens deeper than these pipelines there might be a chance they will collapse. Commissioner Wallace asked if Mr. Haen has received a response from the DNR or EPA regarding his response. Mr. Haen stated that he has not received a response.

8) Fertilizer Report – Request for Approval

Mr. Walter stated that every year a different commodity is looked at that could be brought into the port. This year it was fertilizer. Right now fertilizer moves through the state through the

Mississippi Ports, through Duluth/Superior, and a little through Milwaukee. There is an option of dry or liquid bulk fertilizer. There is a lot of fertilizer movement through the Great Lakes from Asia, Canada, Russia. Mr. Walter took a look at the types of fertilizer, what kind of market there is and the ability to attract businesses to our area. There are a number of large companies in the eastern Great Lakes that have not moved west yet. In Quebec and Ontario there are companies that are moving fertilizer to the east side of the Great Lakes. There is an interest for them to move west into western ports. There are at least six terminal operators in Green Bay that are in a position to bring in fertilizer whether it is liquid or dry. Commissioner Vizer asked if there is a desire to bring in these commodities. Mr. Walter stated that the only one that has stated their desire is RGL Holdings and they are well suited with warehousing, rail and trucking capabilities already. There are a few companies Mid-American Salt, Somavrac, AgriCo Canada, Koch Fertilizer and K+S Potash Canada have expressed an interest in leasing or buying facilities in the western Great Lakes. Mr. Feldhausen asked what the time frame to realize something like this is. Mr. Walter explained that it is a long term time frame. With the position that U.S. Venture is in with petroleum products this might be a good time for them. RGL Holdings is getting a complete upgrade by mid-year as well. Fox River Dock might be an opportunity as well because they are looking to get out of the business. Another option would be for the Port to invest in some terminals and potentially be the broker. Commissioner Hyska asked if there is an opportunity for the Port to have an independent financial future and if there is an opportunity to diversify revenue. Mr. Walter stated that the Wisconsin Economic Development Corporation has an underutilized industrial site grant program that can be applied for next year. This would open half a million or more in funding to upgrade underutilized industrial sites. Commissioner Wallace asked if most of it comes up from the Mississippi River and is distributed from there. Mr. Walter explained that the Port of Prairie Du Chien used to handle fertilizer and has stopped. Commissioner Wallace also asked if fertilizer is being brought in, in eastern states and being moved by rail west. President Klimek pointed out a connection between C. Reiss Coal and the umbrella called Koch Industries. There has been a large downturn in coal and it is only going to further diminish. Koch Industries left an impression that they are looking to diversify their future business model because of the downturn in coal. Mark Cummings could be a contact person to look into this more.

A motion to continue to research fertilizer was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.

9) 2016 Public Relations Plan – Request for Approval

Mr. Haen explained the draft plan for the Port on public relations. This draft is an outline for the work the Leonard and Finco will perform. He also explained the NEW Eye Channel for the County and how the Port will be able to use this as an outlet.

A motion to approve the audit of bills was made by Mike Vizer and seconded by Tim Feldhausen. Unanimously approved.

10) Port Public Relation Video – Update

Mr. Haen shared with the Commission the recently completed Port of Green Bay video. The video will be able to be used on our website, at expos, at annual conventions, presentations, NEW Eye Channel and other educational/promotional purposes.

11) Renard Island Lakebed Legislation - Update

Mr. Haen provided a copy of 2015 Wisconsin Act 111 signed by Governor Walker. This was a requirement by the Army Corps of Engineers to be able to proceed with Renard Island closure and ownership transfer.

12) GLC Minerals Land Lease Amendment – Update

Mr. Haen stated that in 2011 GLC Minerals negotiated a land lease with the County. The lease included work in lieu of lease payment for work performed on the property. GLC Minerals is interested in leasing one additional acre of land. An amendment to the 2011 lease is being negotiated and will include updating the work in lieu of lease payments that will end prepaid rent in 2017. Final approve of the amendment will be forthcoming to the Commission.

14) Director's Report - Update

The County Board approved the budget as presented. Mr. Haen explained the County Board budget study and the minor changes in salaries.

There is a project partnership agreement amendment for Cat Island from the Army Corps of Engineers headquarters. This will close out the Cat Island project grant. The grant from the Harbor Assistance Program expires in December 2015. The Port has requested the DOT give Brown County an extension on the grant.

The Federal Government passed the Fixing America Surface Transportation (FAST) Act. The bill has put a lot of emphasis in freight in intermodal transportation and movement. This may aid the Port and regions efforts to improve freight transportation.

Mr. Haen explained the letter to the Coast Guard is a response to their proposed increase in rates. Many ports and companies have written their own letter in response to the increase.

15) Tonnage Report – Request for Approval

A motion to approve the tonnage report was made by Ron Antonneau and seconded by Hank Wallace. Unanimously approved.

16) Audit of Bills - Request for Approval

A motion to approve the audit of bills was made by Ron Antonneau and seconded by Tim Feldhausen. Unanimously approved.

17) Such other matters as authorized by law

There were no other matters as authorized by law.

18) Adjourn

A motion to adjourn the Harbor Commission meeting at 11:53 am was made by Mike Vizer and seconded by Hank Wallace. Unanimously approved.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, February 11, 2016 in in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Bill Clancy, Susan Hyland, Carole Andrews, JoAnn Graschberger

Excused: Helen Smits, Craig Huxford

Also

Present: Erik Pritzl, Executive Director
Luke Schubert, Hospital & Nursing Home Administrator
Nancy Fennema, Director of Community Programs
Eric Johnson, Finance Manager
Paula Burkart, Payee Supervisor
Child Protective Services Intern

1. Call Meeting to Order:

The meeting was called to order by Chairman Lund at 5:15 pm.

2. Approve/Modify Agenda:

GRASCHBERGER/ANDREWS moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of January 14, 2016 Human Services Board Meeting:

CLANCY/HYLAND moved to approve the minutes dated January 14, 2016.
The motion was passed unanimously.

4. Executive Director's Report:

Executive Director Pritzl had submitted his report with the agenda. He went over some of the key items.

LAUNDRIE/HYLAND moved to receive and place on file.
Motion was carried unanimously.

5. Presentation re: Payee Services:

Payee Supervisor Paula Burkart gave a Power Point presentation to the board (attached).

Q: County Board Member Clancy asked what prompted the need for Payee Services.

A: Burkart stated that the unit helps individuals who have other pressing issues (example: mental health) ensure that their basic bills are paid. Executive Pritzl stated it also helps prevent potential financial abuse.

Q: Citizen Board Member Laundrie asked Burkart to explain further about keeping money isolated so clients will not lose their benefits during MA reviews.

A: Burkart stated that we monitor clients' asset limits every month to ensure that they do not go over. Going over would risk losing Medicare or SSI benefits.

Q: Citizen Board Member Laundrie asked how individuals enter the program and how we become aware of those who need our services.

A: Burkart stated that a doctor needs to sign a form stating the individual is not capable to handle their finances. They would also need a doctor's signature to exit the program. We accept individuals referred by Brown County case managers or an MCO. Others we refer to a list of other agencies in the Green Bay area.

Q: Citizen Board Member Laundrie asked if there is a waiting list.

A: Burkart stated we had a waiting list for a long time but we currently do not have one. Individuals leave the program when they go through the process and become a payee, a family member becomes their payee, they no longer have services with Brown County or they pass away.

ANDREWS/LAUNDRIE moved to receive and place on file.

Motion was carried unanimously.

6. Administrator Report (CTC):

The NPC monthly report and the QAPI summary report were submitted with the board packet agenda. CTC Administrator Schubert highlighted parts of his report. He proposed the idea of bringing written reports quarterly to the board and looking at performance improvement projects monthly. He would have different staff members come to the board to present improvement processes. The board agreed.

GRASCHBERGER/ANDREWS moved to receive item 6a and place on file.

CLANCY/HYLAND moved to receive item 6b and place on file.

Motion was carried unanimously.

7. Financial Report:

Financial Manager Eric Johnson handed out the financial report (attached). He gave a year-end projection report for 2015 since there is not a new financial statement since November.

Q: County Board Member Clancy asked if Outagamie is having the same issues financially.

A: Executive Pritzl stated that although we have not seen their data, other directors have stated they have been seeing higher costs and more complex situations in their children and families area as well.

LAUNDRIE/HYLAND moved to receive and place on file.

Motion was carried unanimously.

8. Statistical Reports:

Please refer to the packet which includes this information.

ANDREWS/GRASCHBERGER moved to receive items 8 a-d and place on file.
Motion was carried unanimously.

9. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

ANDREWS/LAUNDRIE moved to receive item 9 and place on file.
Motion was carried unanimously.

10. Approval for New Vendor Contract:

Please refer to the packet which includes this information.

ANDREWS/GRASCHBERGER moved to receive item 10 and place on file.
Motion was carried unanimously.

11. Other Matters:

Next Meeting: Thursday, March 10, 2016
5:15 p.m. – Community Treatment Center, Room 365

12. Adjourn Business Meeting:

CLANCY/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:00 p.m.

Respectfully Submitted,

Kara Navin
Office Manager

BROWN COUNTY HUMAN SERVICES



PROTECTIVE PAYEE PROGRAM OVERVIEW (PAYEE SERVICES)

COVERING THE WHO, HOW AND WHAT'S.....

- Who Do We Serve?
- How Are Individuals Referred?
- What does Payee Services offer?



WHO DO WE SERVE?



- **Payee Services serves approximately 700 consumers/members**
- Adult consumers who are served by Brown County Human Services Case Managers
 - 262 (Community Treatment Program, AODA, CCS, CSP, COP & Nursing home individuals)
- Members who are served by the Managed Care Organizations (MCO) through Family Care
 - 8 IRIS, 186 Care Wisconsin & 240 Lakeland Members

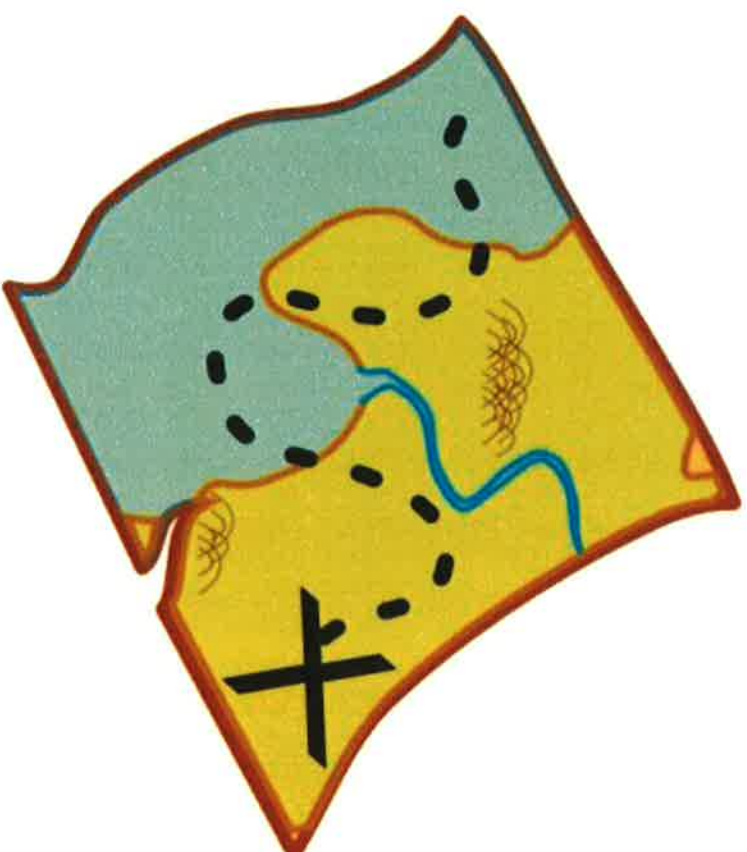


We serve individuals who receive benefits

- Federal Supplemental Social Security Income (Federal SSI)
- Social Security Disability and/or Retirement
- Veterans Administration (VA)
- Railroad Pension
- In addition to benefits, there may be other types of income the consumer/member may voluntarily agree to have deposited into their account, but Brown County is not the payee for those dollars (i.e. pension, work income, per cap payments)



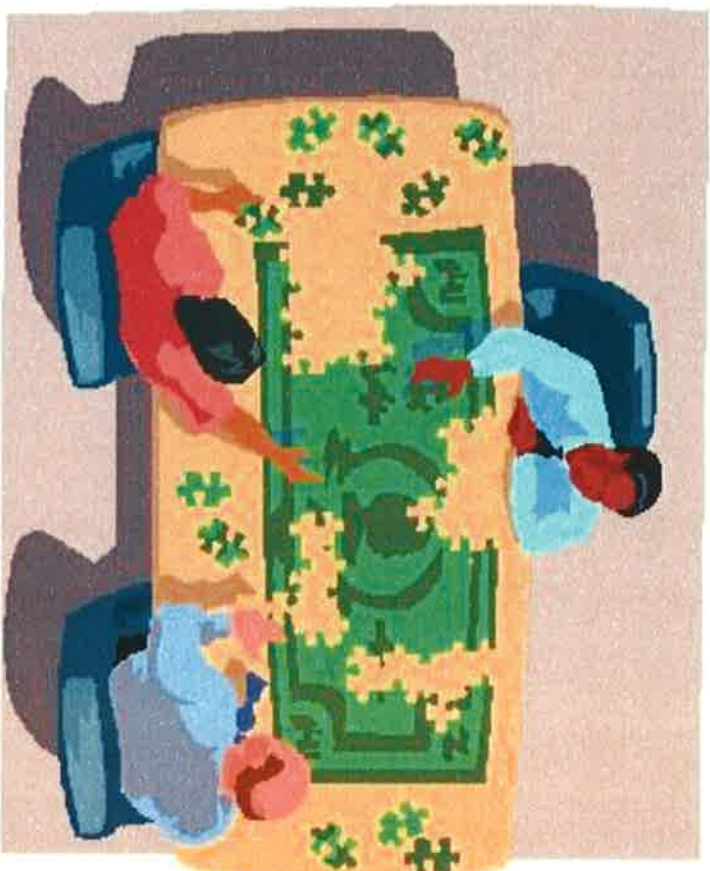
HOW ARE INDIVIDUALS REFERRED TO PAYEE SERVICES?



- 1.** The Case/Care Manager contacts the Supervisor to give some details (consumer/member name, do they live independent or in a home, guardian/no guardian, etc.)
- 2.** The Supervisor adds them to the referral list in order to track their status
- 3.** A referral packet is sent out to the referring Case/Care Manager
 - The referral packet includes forms needed by the Social Security Administration and information needed by Payee Services
- 4.** When the referral information is received by the Payee Supervisor, application is made to the benefit agency



WHAT SERVICES ARE OFFERED BY PAYEE SERVICES



INDEPENDENT CONSUMERS/MEMBERS

- A budget is created for each person when we receive benefits
- The Budget Counselor meets with the consumer/member/guardian to discuss the budget
- We pay their bills – some examples:
 - Rent or Room & Board
 - Utilities (heat, electric, phone, cable)
 - Medical Bills (Community Treatment Center, co-pays, dental bills, etc.)
 - Funds for End of Life to assist families financially so they may not be responsible



INDEPENDENT CONSUMERS/MEMBERS (CONT.)

- They are issued spending money
 - Individuals living independently receive money monthly, weekly or bi-weekly (depending on how well they can manage their spending)
- Budgets are reviewed at least annually (more frequently if there are changes to the budget. For example - a move)



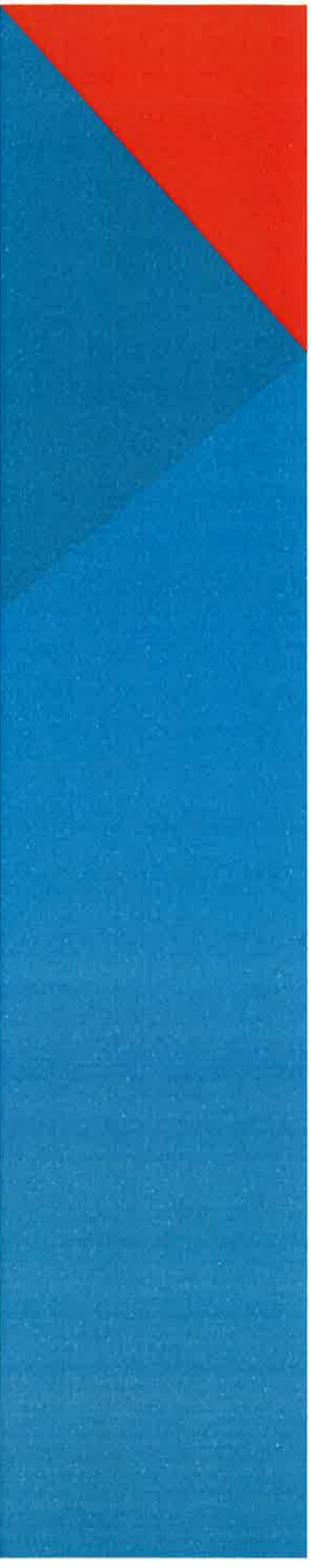
CONSUMERS LIVING IN A COMMUNITY BASED RESIDENTIAL FACILITY (CBRF) OR ADULT FAMILY HOME (AFH)

- The Budget Counselor contacts the consumer/member/guardian when benefits arrive to discuss how their finances will be handled
 - Room & Board is paid for each person
 - They receive monthly spending
 - This amount may vary depending on their expenses and if they work



OTHER AREAS OF FOCUS

- We process Medical Assistance (MA) reviews
- We ensure they maintain their asset limits to keep their benefits (MA and Federal SSI)
- We save for future needs/wants

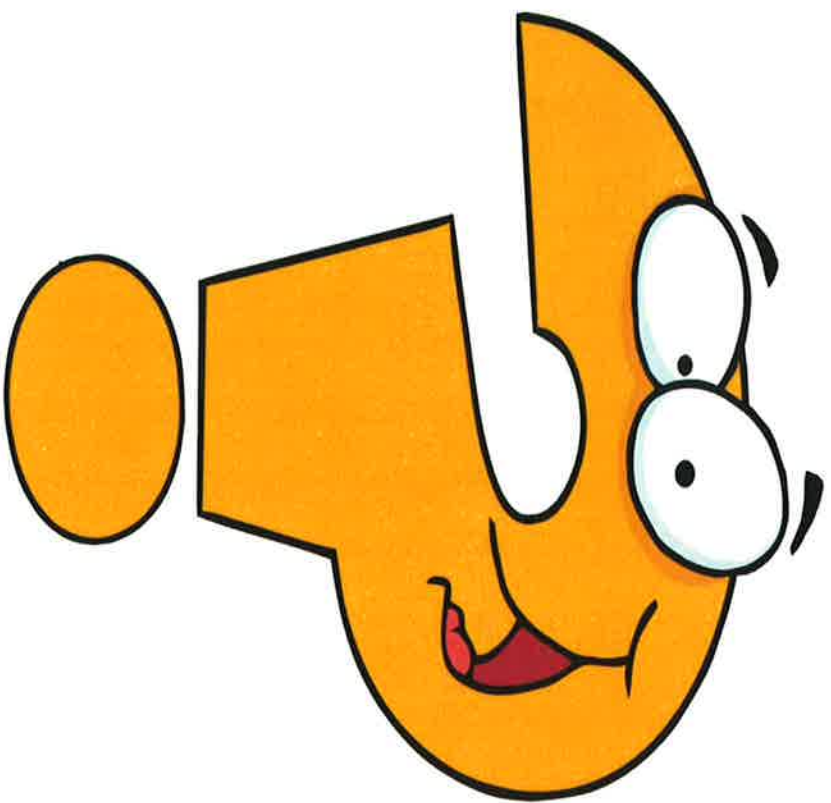


WHAT ARE WE LOOKING FORWARD TO?

- Completing the transition to an Alpha Case load split (this has been a very large undertaking, but we are almost there!)
- This has involved cross training which is great for our unit
- On Line Banking



QUESTIONS



BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board, Human Services Committee

Date: February 5, 2016

Subject: 2015 financial projections for Community Programs and Community Treatment Center

Based on 11/30/15 YTD financial statements and a unit by unit analysis of expenses and revenues recorded as of that date, 2015 year end projections have been completed for Community Programs and the Community Treatment Center. Final results for 2015 are anticipated sometime in March.

During 2015 for Community Programs, monthly financial statements have been impacted by certain circumstances which significantly affected year-end projections:

- 1) Contractor invoices submitted too late for inclusion in month end accounting were not included as estimates because only actual invoices can be included in the state contract claiming process. Because of this, November month end statements include only ten monthly invoices for many providers instead of eleven. A new 2016 process is planned with separate estimate accounts.
- 2) As of 11/30 a number of programs had already claimed the maximum allowable 2015 contract amount from the state. Therefore, no further revenue will be recorded for these programs in December. In 2016 anticipated program revenues will be recognized equally over 12 months.
- 3) Just under three bi-weekly pay periods will be recorded in December for payroll and fringe benefits expense. This is an issue affecting all county departments which will be resolved beginning in January 2016 with a change to the Logos accounting system to allow partial pay periods to be recorded in two separate months.

Because of these impacts to both expense and revenue, year-end projections for 2015 show an unfavorable budget variance of approximately \$1.3 million (1.6% of budgeted expense) for Community Programs compared to November financial statements which looked roughly in line with budget. Some of the largest operational factors affecting annual results are: a) \$450K less WIMCR revenue than anticipated from the state, b) \$300K more expense than budgeted for placement of delinquent status offenders in special programs, and c) \$325K more than budget for foster home placements and other purchased services for abused & neglected children.

The 2015 Community Treatment Center projection shows an unfavorable variance of \$2.2 million compared to budget which was largely anticipated in November financial statements. This is due primarily to lower than anticipated CBRF and hospital census compared to budget and an unfavorable impact of approximately \$625K during 2015 related to a change in accounting for the allowance for uncollectible accounts which now more accurately reflects the collectible value of accounts receivable balances. CTC will also see nearly three bi-weekly pay periods recorded in December contributing to a higher unfavorable variance for the year.

Respectfully Submitted,

Eric Johnson
Finance Manager



Brown County Human Services: Community Programs
Financial Results & Annual Projection
Based on 11/30/2015 YTD
Updated 1/27/16

	Year to Date Actual				Annual Forecast			
	YTD Budget	YTD Actual	YTD Variance Fav (Unfav)	YTD Variance % Fav (Unfav)	Annual Budget	2015 Forecast	YTD Variance Fav (Unfav)	YTD Variance % Fav (Unfav)
Totals After Admin Allocations:								
Administrative								
Revenue - Unallocated	\$ 14,427,903	\$ 14,179,448	\$ (248,455)	-1.7%	\$ 15,739,530	\$ 15,656,291	\$ (83,240)	-0.5%
Expense - Unallocated	\$ 108,137	\$ 504,679	\$ (396,542)	-366.7%	\$ 117,968	\$ 614,570	\$ (496,602)	-421.0%
Net Revenue - Unallocated	\$ 14,319,766	\$ 13,674,769	\$ (644,997)	-4.5%	\$ 15,621,562	\$ 15,041,721	\$ (579,842)	-3.7%
Economic Support								
Revenue	\$ 4,825,792	\$ 5,262,076	\$ 436,284	9.0%	\$ 5,264,500	\$ 6,443,340	\$ 1,178,840	22.4%
Expense	\$ 5,429,914	\$ 6,058,592	\$ (628,679)	-11.6%	\$ 5,923,542	\$ 7,052,806	\$ (1,129,264)	-19.1%
Net Revenue (Deficit)	\$ (604,122)	\$ (796,516)	\$ (192,394)	-31.8%	\$ (659,042)	\$ (609,466)	\$ 49,576	7.5%
Children Youth & Families								
Revenue	\$ 6,721,457	\$ 6,934,872	\$ 213,415	3.2%	\$ 7,332,499	\$ 7,489,474	\$ 156,975	2.1%
Expense	\$ 13,324,614	\$ 13,442,573	\$ (117,959)	-0.9%	\$ 14,535,943	\$ 15,322,538	\$ (786,595)	-5.4%
Net Revenue (Deficit)	\$ (6,603,157)	\$ (6,507,701)	\$ 95,456	1.4%	\$ (7,203,444)	\$ (7,833,064)	\$ (629,620)	-8.7%
Birth to 3 Program								
Revenue	\$ 438,403	\$ 644,165	\$ 205,762	46.9%	\$ 478,258	\$ 647,768	\$ 169,510	35.4%
Expense	\$ 1,003,849	\$ 1,062,911	\$ (59,062)	-5.9%	\$ 1,095,108	\$ 1,248,222	\$ (153,114)	-14.0%
Net Revenue (Deficit)	\$ (565,446)	\$ (418,746)	\$ 146,700	25.9%	\$ (616,850)	\$ (600,454)	\$ 16,396	2.7%
Children's LT Support								
Revenue	\$ 4,975,440	\$ 4,124,881	\$ (850,559)	-17.1%	\$ 5,427,753	\$ 4,839,450	\$ (588,303)	-10.8%
Expense	\$ 4,968,621	\$ 4,299,207	\$ 669,414	13.5%	\$ 5,420,314	\$ 5,055,037	\$ 365,277	6.7%
Net Revenue (Deficit)	\$ 6,820	\$ (174,326)	\$ (181,146)	2656.3%	\$ 7,439	\$ (215,587)	\$ (223,026)	2997.9%
Long-Term Care								
Revenue	\$ 31,092,585	\$ 30,566,586	\$ (525,999)	-1.7%	\$ 33,919,184	\$ 30,736,812	\$ (3,182,372)	-9.4%
Expense	\$ 37,047,579	\$ 36,353,501	\$ 694,078	1.9%	\$ 40,415,541	\$ 37,150,805	\$ 3,264,736	8.1%
Net Revenue (Deficit)	\$ (5,954,994)	\$ (5,786,915)	\$ 168,079	-2.8%	\$ (6,496,357)	\$ (6,413,993)	\$ 82,364	-1.3%
Adult Behavioral Health								
Revenue	\$ 10,084,915	\$ 10,248,495	\$ 163,580	1.6%	\$ 11,001,725	\$ 11,225,530	\$ 223,805	2.0%
Expense	\$ 12,432,768	\$ 11,926,461	\$ 506,307	4.1%	\$ 13,563,019	\$ 13,781,374	\$ (218,355)	-1.6%
Net Revenue (Deficit)	\$ (2,347,853)	\$ (1,677,966)	\$ 669,887	-28.5%	\$ (2,561,294)	\$ (2,555,844)	\$ 5,450	-0.2%
Total Community Programs								
Total Revenue	\$ 72,566,495	\$ 71,960,523	\$ (605,972)	-0.8%	\$ 79,163,449	\$ 77,038,664	\$ (2,124,785)	-2.7%
Total Expense	\$ 74,315,482	\$ 73,647,925	\$ 667,557	0.9%	\$ 81,071,435	\$ 80,225,351	\$ 846,084	1.0%
Net Revenue (Deficit)	\$ (1,748,987)	\$ (1,687,402)	\$ 61,585	-3.5%	\$ (1,907,986)	\$ (3,186,686)	\$ (1,278,701)	67.0%

Brown County Community Treatment Center
Annual Forecast Based on YTD Financials
November 30, 2015

Days 334
Months 11

	Year to Date Actual				Annual Forecast			
	YTD Budget	YTD Actual	Budget Variance	% Variance	Annual Budget	2015 Forecast	Budget Variance	% Variance
			Fav (Unfav)	Fav (Unfav)			Fav (Unfav)	Fav (Unfav)
Revenues								
Property Tax Revenue	\$ 2,363,426	\$ 2,363,426	\$ (0)	0.0%	\$ 2,578,283	\$ 2,578,283	\$ -	0.0%
Nursing Home Supplemental Funding	\$ 696,667	\$ 705,238	\$ 8,571	1.2%	\$ 760,000	\$ 769,350	\$ 9,350	1.2%
Hospital Revenue: Inpatient	\$ 2,767,967	\$ 1,869,249	\$ (898,718)	-32.5%	\$ 3,019,600	\$ 2,067,099	\$ (952,501)	-31.5%
Hospital Revenue: Outpatient	\$ 56,420	\$ 33,980	\$ (22,530)	-39.9%	\$ 61,549	\$ 37,035	\$ (24,514)	-39.8%
Hospital Revenue: CTP Reduction of Bad Debt	\$ 836,886	\$ 769,950	\$ (66,936)	-8.0%	\$ 912,966	\$ 841,412	\$ (71,554)	-7.8%
CBRF: revenue	\$ 1,251,194	\$ 274,028	\$ (977,166)	-78.1%	\$ 1,364,939	\$ 304,476	\$ (1,060,463)	-77.7%
Nursing Home Revenues:	\$ 3,273,360	\$ 2,949,347	\$ (324,003)	-9.9%	\$ 3,570,927	\$ 3,223,612	\$ (347,315)	-9.7%
Miscellaneous Revenue	\$ 7,952	\$ 9,107	\$ 1,155	14.5%	\$ 8,675	\$ 9,952	\$ 1,277	14.7%
Resident Store	\$ 7,700	\$ 4,720	\$ (2,980)	-38.7%	\$ 8,400	\$ 5,158	\$ (3,242)	-38.6%
Rent: Land	\$ 13,588	\$ 14,580	\$ 992	7.3%	\$ 14,823	\$ 14,580	\$ (243)	-1.6%
Donations	\$ 1,742	\$ 1,215	\$ (527)	-30.2%	\$ 1,900	\$ 1,328	\$ (572)	-30.1%
Charges to County Departments	\$ 567,417	\$ 567,417	\$ 0	0.0%	\$ 619,000	\$ 619,000	\$ -	0.0%
Transfer In: HR retirees	\$ 6,232	\$ 6,799	\$ 567	9.1%	\$ 6,799	\$ 6,799	\$ -	0.0%
Capital Contributions Transfer	\$ -	\$ 18,000	\$ 18,000	#DIV/0!	\$ -	\$ 18,000	\$ 18,000	#DIV/0!
Total Revenue	\$ 11,850,539	\$ 9,586,966	\$ (2,263,573)	-19.1%	\$ 12,927,861	\$ 10,496,084	\$ (2,431,777)	-18.8%
Expenses								
Personnel Costs	\$ 6,406,436	\$ 6,076,901	\$ 329,535	5.1%	\$ 6,988,839	\$ 6,824,827	\$ 164,012	2.3%
Fringe Benefits	\$ 2,241,372	\$ 2,168,475	\$ 72,897	3.3%	\$ 2,445,133	\$ 2,435,364	\$ 9,769	0.4%
Training and education	\$ 8,296	\$ 683	\$ 7,613	91.8%	\$ 9,050	\$ 746	\$ 8,304	91.8%
Cost of Sales Resident Store	\$ 5,775	\$ 3,097	\$ 2,678	46.4%	\$ 6,300	\$ 3,384	\$ 2,916	46.3%
Operation and Maintenance	\$ 585,621	\$ 512,716	\$ 72,905	12.4%	\$ 638,859	\$ 558,165	\$ 80,694	12.6%
Insurance CTC Professional Liability	\$ 28,598	\$ 24,415	\$ 4,183	14.6%	\$ 31,198	\$ 23,760	\$ 7,438	23.8%
State Assessment	\$ 117,810	\$ 117,810	\$ -	0.0%	\$ 128,520	\$ 128,520	\$ -	0.0%
Telephone	\$ 9,194	\$ 7,790	\$ 1,404	15.3%	\$ 10,030	\$ 8,498	\$ 1,532	15.3%
Changebacks	\$ 1,720,735	\$ 1,634,043	\$ 86,692	5.0%	\$ 1,877,165	\$ 1,782,592	\$ 94,573	5.0%
Contracts	\$ 386,503	\$ 560,135	\$ (173,632)	-44.9%	\$ 421,640	\$ 583,517	\$ (161,877)	-38.4%
Medical Expense.	\$ 274,588	\$ 250,963	\$ 23,625	8.6%	\$ 299,550	\$ 274,256	\$ 25,294	8.4%
Transfer out Wages	\$ 65,612	\$ 68,739	\$ (3,127)	-4.8%	\$ 71,577	\$ 77,199	\$ (5,622)	-7.9%
Depreciation	\$ 729,942	\$ 736,695	\$ (6,753)	-0.9%	\$ 796,300	\$ 803,667	\$ (7,367)	-0.9%
Disposition of fixed assets	\$ -	\$ 633	\$ (633)	#DIV/0!	\$ -	\$ 633	\$ (633)	#DIV/0!
	\$ 12,580,481	\$ 12,163,095	\$ 417,386	3.3%	\$ 13,724,161	\$ 13,505,131	\$ 219,030	1.6%
Revenues vs. Expenses	\$ (729,942)	\$ (2,576,129)	\$ (1,846,187)		\$ (796,300)	\$ (3,009,047)	\$ (2,212,747)	
Depreciation (not covered in budget)	\$ 729,942	\$ 736,695	\$ 6,753		\$ 796,300	\$ 803,667	\$ 7,367	
Net (without depreciation)	\$ (0)	\$ (1,839,434)	\$ (1,839,434)		\$ -	\$ (2,205,379)	\$ (2,205,379)	

NOTES:

- Based on recent correspondence.
- Major programs under budget for Avg Daily Census:
Hospital ADC < budget YTD
Nursing Home ADC < budget YTD
CBRF ADC < budget YTD
- Cost of consultants, not in budget.

Budget ADC	YTD ADC	% < budget
11.0	10.1	-8.2%
62.0	61.4	-1.0%
6.0	1.7	-71.7%

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 21, 2016 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: CHAD BIANCHI, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK, and JOHN VANDER LEEST

EXCUSED: MIKE AUBINGER, BOB NIELSEN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff)

CALL TO ORDER

Financial Secretary Chad Bianchi called the meeting to order at 5:17 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda. **Motion** by J. Vander Leest, seconded by J. Van Dyck, to approve the agenda. **Motion carried.**

B. Minutes There were no changes to the minutes. **Motion** by J. Vander Leest, seconded by D. Running, to approve the December 17, 2015 and January 11, 2016 minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Since new board members were in attendance, the Board introduced themselves.

IV. ANNUAL ELECTION OF OFFICERS

B. Simons indicated that the election could take place but because several board members were absent it might be better to defer it to February.

Motion by J. Vander Leest, seconded by N. Jeske to defer the election to the February meeting. **Motion carried.** Due to the board make-up, C. Bianchi and C. Wagner became the nominating committee.

V. LIBRARY BUSINESS

A. Technology Report BCTS has given us better wireless adapters to test and they have been a big improvement. A meeting was held to continue exploring fiber possibilities for the Denmark library and high school. One such possibility would be two 1 GB connections – one for the county and one for Denmark High School. Pulaski is getting a fiber connection of 1GB (negotiated by BCTS) and is slated to go live in July. **Motion** by J. Vander Leest, seconded by J. Van Dyck, to receive and place the Technology Report on file. **Motion carried.**

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. There was not a financial report since the 2015 books are not yet closed.

C. FACILITIES REPORT Southwest: shelving rearranged; sheetrock, windows and exterior doors installed; exterior masonry is underway; interior painting, ceiling and furnace due to be complete in the next week. Central: theatrical lighting in auditorium is installed and complete; Auditorium and Meeting room upgrade slated for completion in mid-May. The auditorium will include hearing loops. The projector and screen will be installed mid-February. The Green Bay Press-gazette will be one of the first organizations to use new equipment when they host their Kids in Crisis live streaming town hall event. Specs, from Boldt, on the meeting rooms and auditorium project should be received and ready for posting in a couple weeks. New desks are in place at check out and in the Reference Department. Cost and design for a commercial kitchen at Central will be explored.

VI. BUDGET There were no changes to the budget. Staff response to additional money for programming and continuing education has been overwhelmingly positive. **Motion** by J. Vander Leest, seconded by J. Van Dyck, to receive and place on file. **Motion carried.**

VII. OLD BUSINESS

A. Approve 2016 Pay for Performance Structure B. Simons reviewed the 2016 Pay for Performance structure including the wage percentage allocated and the number of staff affected.

23 employees/positions were not eligible (LTE, new hire, or a recent position transfer resulting in promotion);

Needs Improvement, 2 employees 0%; Developing (making progress), six employees 1.5%; Excellence, 77 employees 2.5%; and Distinguished, nine employees (4.35%).

Motion by J. Vander Leest, seconded by D. Running to approve the 2016 Pay for Performance structure. **Motion carried.**

VIII. NICOLET FEDERATED LIBRARY SYSTEM

A. APPROVE 2015 COLLECTION DEVELOPMENT GRANT EVALUATION REPORT Motion by J. Van Dyck, seconded by D. Running, to approve the 2015 Collection Development Grant (\$25,326) Evaluation Report. Motion carried. J. Vander Leest asked about relationship with NFLS. BCL is resource library for NFLS and the library feels like the amount of money received is good, but what we get is different from other member libraries. If we weren't in the system, NFLS would receive different funding. A reform effort among library federated systems that would result in consolidation is going on through the Department of Public Instruction.

B. APPROVE 2016 COLLECTION DEVELOPMENT GRANT APPLICATION Motion by J. Van Dyck, seconded by N. Jeske, to approve the 2016 Collection Development Grant Application in the amount of \$25,368. Motion carried.

C. RESOURCE LIBRARY AGREEMENT (RLA) UPDATE A draft copy was distributed and suggested changes were discussed. The Board directed B. Simons to move forward on proposed changes.

IX. PRESIDENT'S REPORT None.

X. LIBRARY DIRECTOR'S REPORT B. Simons reported one budget decision was made to exclude a library vehicle. A van would have been used for outreach. Because of that decision, the options for delivery of outreach collection to senior housing became the library vehicles or county vehicles (Prius or van). Library vehicle are used by the Maintenance staff and filled with their supplies. The county's Prius is too small and the county minivan died with no intention of replacement. As a solution the library is renting a van from U-Haul. This will cost ~\$1,200 annually. A vehicle could be a consideration for the 2017 budget. Ideas were shared for obtaining a vehicle – a possible grant through the Greater Green Bay Community Foundation, affordable used vehicle, and seeking previous supporters.

A Lean Six Sigma project focused on materials collection selection. The number of selectors was scaled from 19 to 8. The result will not only be that selectors have a greater focus, but other staff will also have a more dedicated role where a greater level of expertise can be developed. Monetarily, there will likely not be a reduction of cost, but there will be a more efficient use of the funds we are currently spending by more efficiently using staff time. Additionally, a better, more timely acquisition of materials will benefit the patrons.

Associated Bank has presented an opportunity for staff workspace furniture.

The recent HGA meeting with staff focused on the current state at each location followed by a meeting with attending Board members. The next session on February 9 will be structured in a similar manner but focused on the library's future state.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW N. Jeske asked about the policy review timeline. This will be included on the March meeting agenda.

XV. ADJOURNMENT

Motion by N. Jeske, seconded by J. Vander Leest, to adjourn the meeting. Motion carried.

The meeting adjourned at 6:20 p.m.

NEXT REGULAR MEETING

February 18, 2016

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting was held on **February 9, 2016** at **5:00 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

PRESENT: NATHAN JESKE, BOB NIELSEN, DAVID RUNNING, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: MIKE AUBINGER, CHAD BIANCHI, and JOHN VANDER LEEST

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); David Lang and Jane Dederling (HGA); Garritt Bader, Jeff Mirkes, Perry Sieber, Wa Yia Thao, Allyson Watson, Craig Beyl, Dennis Rockhill, Kevin Vonck, and Adam Hardy (community leaders).

CALL TO ORDER

The meeting convened at 5:00 p.m.

I. APPROVE/MODIFY AGENDA

There were no changes to the agenda.

II. FACILITIES MASTER PLAN WORKSHOP FACILITATED BY HGA, INC.

David and Jane presented on their brainstorming session with staff. Discussion was held among HGA, board members, staff, and community leaders about the library's relevance in the future; their locations; and defining the library's identity.

III. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

NEXT REGULAR MEETING

February 18, 2016

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary